

TO

To: **WPS – Wisconsin Physician Services** Attn: **Foreign Claims Services**

Fax: 608.301.2201

Phone: 608.301.2310/2311

Date:

Pages: , including coversheet

Re: TRICARE Claims

FROM

From:

Fax:

Phone:

Country:

Unit:

POC CHECKLIST

For Active Duty Family Member Claims for TRICARE Latin America and Canada Enrollees use DD Form 2642.

- ☐ **Block 1 –** Patient's name is entered and is the same as it appears on the Patient's ID Card or in DEERS.
- ☐ **Blocks 2-4 & 6 –** All patient's information must be entered (daytime and evening phone numbers, complete address, relationship to the sponsor and the patient's sex).
- ☐ **Block 5 –** Patient's birthday is entered.
- ☐ **Blocks 7 –** "Yes" must be marked if the problem for which the patient went to is auto accident related or if it was work related. Otherwise mark "No".
- ☐ **Blocks 8a & 8b –** If either is marked "Yes", DD Form 2527 must be completed also. A description of the why the care was received, not what kind of care was received must be supplied here. Please list diagnosis or symptoms such as abdominal pain, flu, pregnancy, etc.
- ☐ **Blocks 9 & 10 –** Military Sponsor's Name and Social Security Number is entered.
- ☐ **Block 11a –** "Yes" must be marked if the patient is covered by any other Health Insurance Plan. Then 14a – 14e must be filled out and proper documentation (Copy of explanation from the other health insurance showing their payment or explanation of non-payment) must be attached. Otherwise mark "No".
- ☐ **Blocks 12a-c –** The patient must sign the form. (Remember to include the date signed)
If the patient is under 18, the parent or guardian must sign and date the form.
**Remember to include the date the claim and the relationship of the person signing to the patient.
- ☐ **Itemized Bill –** An itemized bill must be attached. It must have:
 - a. full name and address of the provider
 - b. date each service was received
 - c. description of care: office visit, pap smear, prenatal visit, etc.
 - d. charge for each service being billed.

Comments: